SURVEY OF VETERANS' SATISFACTION WITH THE VA VOCATIONAL REHABILITATION AND EMPLOYMENT PROGRAM

EVALUATION AND PLANNING PHASE

1999 Results

National Summary



Surveys and Research Staff
Data Management Office
Veterans Benefits Administration

March 2000

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Survey Objectives

- To measure veterans' satisfaction with the Vocational Rehabilitation and Employment (VR&E) program at both the national and VBA Service Delivery Network (SDN) level.
- To identify areas of the VR&E program which are most satisfying to veterans, areas of the VR&E program which are least satisfying to veterans, and areas of the VR&E program which are in greatest need of improvement.
- To determine where improvements to the VR&E program will have the greatest impact on veterans' satisfaction.
- To determine program variations that affect veterans' satisfaction.
- To create performance measures, including measures of customer service, through a strategic planning process, as required by the Government Performance and Results Act (GPRA) passed and signed into law in August of 1993.
- To establish an explicit goal for the quality of service that is "equal to the best in business" as described in President Clinton's Executive Order 12862, Setting Customer Service Standards, issued in September 1993. This order was aimed at "ensuring that the Federal Government provides the highest quality of service possible to the American people."

- To provide data for the purpose of monitoring VBA's performance against its customer service standards and driving Service Delivery Network (SDN) and regional office improvements in customer service.
- To provide much-needed customer measures for evaluating VR&E's ongoing business process reengineering (BPR), case management, and related initiatives. Information from this survey will also be used to populate VR&E's balanced scorecard.

Survey Development

- As part of this project, VBA's Surveys and Research Staff held a series of focus groups with veterans and front-line employees to gather information relevant to customer satisfaction issues.
- From the focus group data, three surveys were developed to assess customer satisfaction at three phases of the program: evaluation and planning, training and education, and employment services.
- The original VR&E surveys, designed by the VBA, were pretested from June to August 1999. Pretest reports for the three phases of the program were developed to summarize the pretest findings, to examine the skip patterns, and to analyze the verbatim responses.
- Using the information provided in the pretest reports, the VBA Surveys and Research Staff and Caliber Associates modified the three questionnaires. The final Evaluation and Planning questionnaire and mailing materials appear in Appendix A.
- Data for this report were collected during November 1999, December 1999, and January 2000 by Caliber Associates to assess three phases of the program: evaluation and planning, training and education, and employment services. The Office of Management and Budget approval was obtained for each survey by the Veterans Benefits Administration. The date on the reports is December 1999, which reflects the midpoint of the data collection period.

Sample Selection

- A random sample of approximately 6,325 veterans, distributed across nine VBA Service Delivery Networks (SDN), were sent the Evaluation and Planning questionnaire. A Spanish language version of the survey was provided to veterans residing in Puerto Rico.
- The sample of respondents who received the Evaluation and Planning questionnaire were either in the application phase, evaluation and planning phase, or in the beginning stages of their rehabilitation phase of their program (within past four months). This included those who interrupted or discontinued the program at any time between the period the sample was drawn and data collection was complete. A total of 25,732 persons were in the phase when the sample was drawn.
- A total of 6,325 questionnaires were sent to the nine Service Delivery Networks. The sample was drawn proportionate to the number of cases within each Regional Office. The sample was not designed to yield data for any one regional office, only for the nine SDNs, which comprise the national total.
- A total of 3,614 respondents completed the **Evaluation and Planning** questionnaire for a response rate of 59.1 percent.
- A more detailed discussion of the survey methodology appears in Appendix B.

■ Demographics:

Most respondents were male (83.3 percent), averaging 42.1 years of age.

Applying for Benefits:

- The most common methods by which respondents first learned of the program were pre-discharge briefings (32.7 percent) and letter from VA awarding Service-Connected Disability (19.2 percent).
- The most common reported length of time between program application and receipt of notification about setting up an appointment with an individual counselor was 4 weeks. Almost sixty-seven percent (66.9 percent) of respondents reported the length of time was very or somewhat reasonable.

■ Evaluation and Testing:

- 42.2 percent of respondents indicated a VA staff counselor and 47.6 percent of respondents indicated a counselor under contract with the VA was their primary counselor during the initial evaluation.
- 61.2 percent of respondents indicated the initial evaluation either completely or mostly matched their particular skills and abilities.
- 77.3 percent of respondents indicated that they were very or somewhat satisfied with the way the vocational rehabilitation evaluation process was handled.

Developing a Plan

- 55.1 percent of respondents indicated a VA staff counselor and 35.4 percent of respondents indicated a counselor under contract with the VA was their primary counselor during the planning phase of their program.
- 78.4 percent of respondents indicated the time scheduled for developing the plan and 71.6 percent indicated the location where the plan was developed was either very or somewhat convenient.
- 81.2 percent of respondents indicated that they were very or somewhat satisfied with the way the vocational rehabilitation plan of services was developed.

Access to the Program

64.9 percent of respondents indicated it was very or somewhat easy to obtain information from the program.

Current Status in the Program

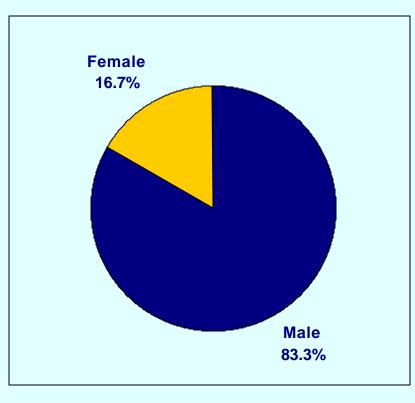
 75.3 percent of respondents were currently pursuing the program. Voluntarily, 6.0 percent withdrew from the program and 9.1 percent interrupted their program. At the request of the VA, 4.2 percent withdrew from the program and 4.8 percent interrupted their program.

Overall Program Impressions:

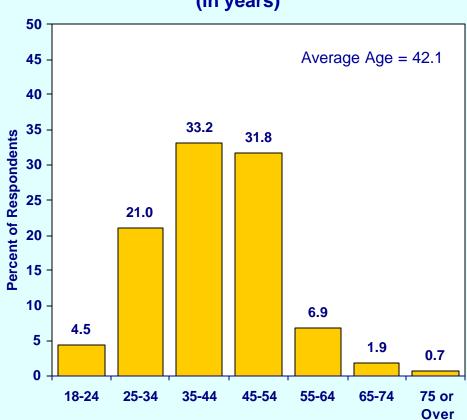
- 41.5 percent of respondents reported the overall program was either much better or better than they expected.
- 41.4 percent of respondents indicated their educational goals were raised and 53.8 percent indicated that their educational goals were more realistic as a result of the program.
- 43.7 percent of respondents indicated their career goals were raised and 53.2 percent indicated that their career goals were more realistic as a result of the program.
- 78.4 percent of respondents would recommend this program to other disabled veterans.



Gender Distribution



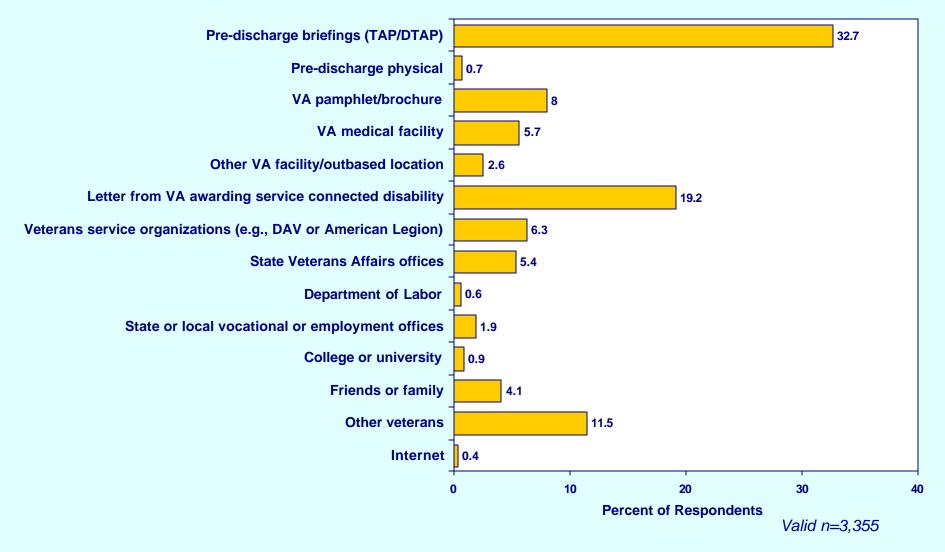
Age Distribution (in years)



Valid n=3,614

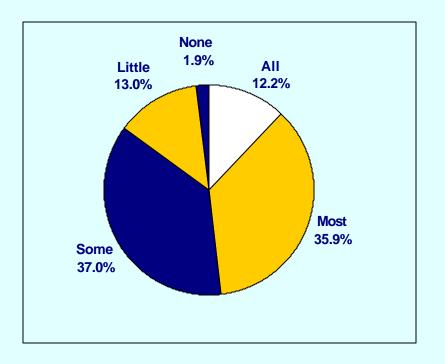
Survey Findings: Applying for VR&E Benefits

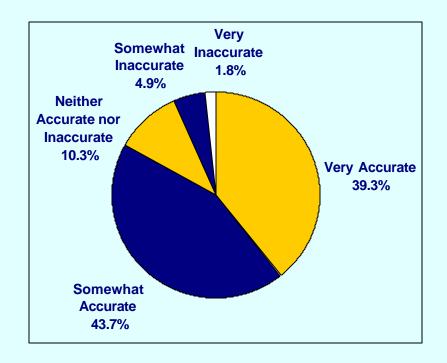
Question 1: How did you FIRST learn about VA's Vocational Rehabilitation and Counseling (VR&C) program?



Question 2: Looking back, how much of what you **NEEDED TO KNOW did you get from** this source?

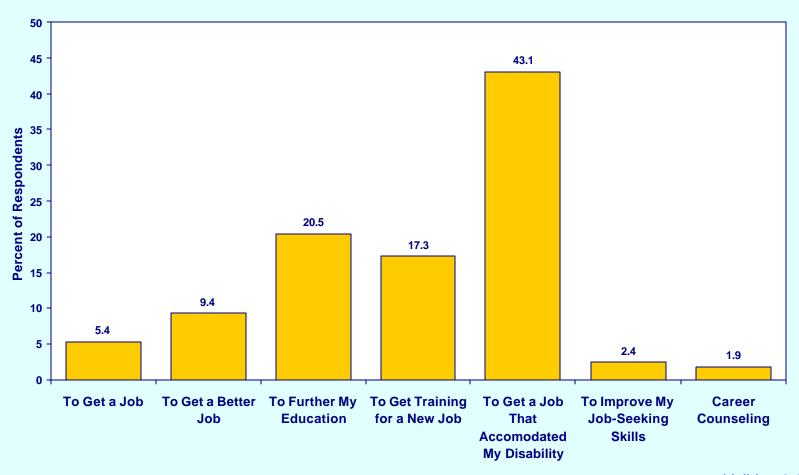
Question 3: How accurate was the information you received?



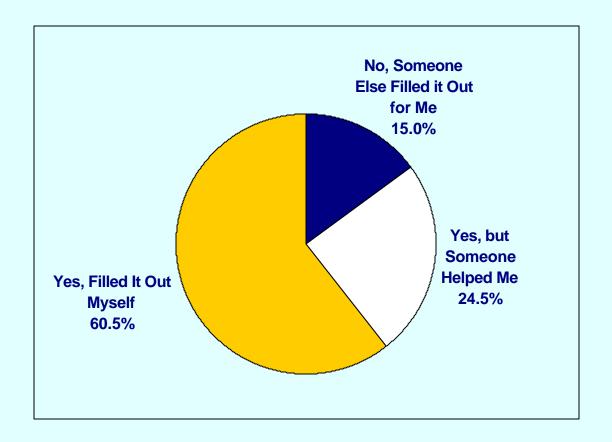


Valid n=3,409 *Valid n*=3,392

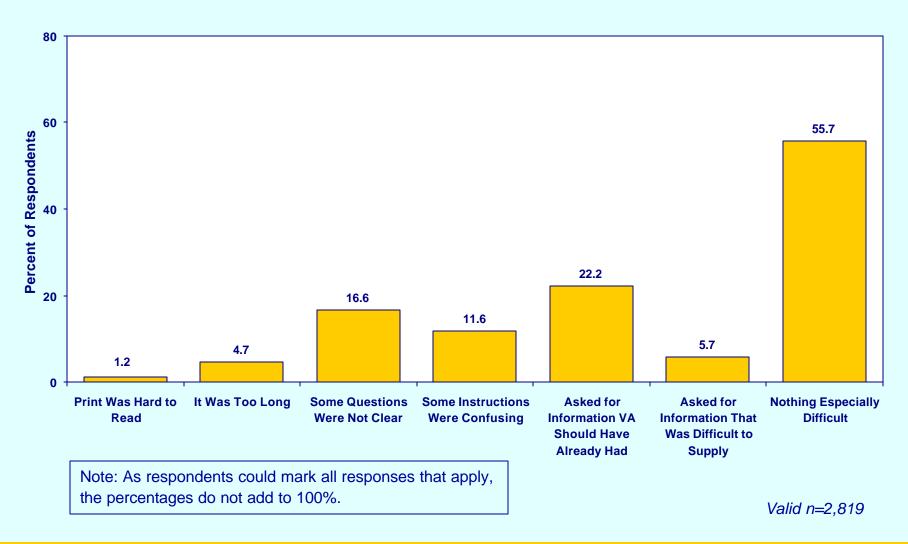
Question 4: What is the MOST IMPORTANT reason you applied for the VR&C program?



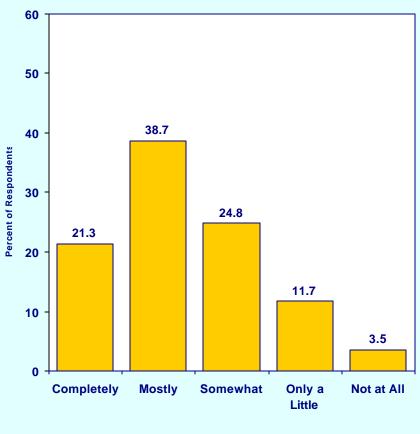
Question 5: Did you fill out the VR&C (Chapter 31) application form yourself?



Question 6: What, if anything, did you find to be difficult about the application form?



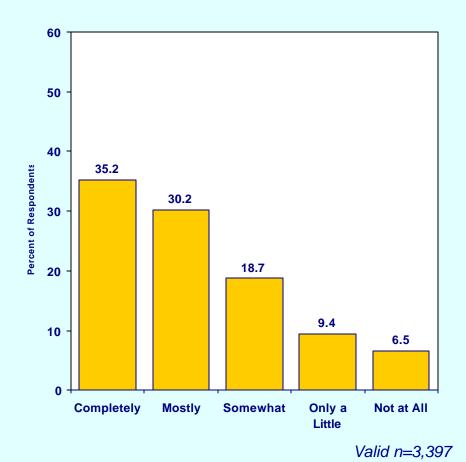
Question 7: When you submitted your application, how completely did you understand the eligibility requirements for the program?



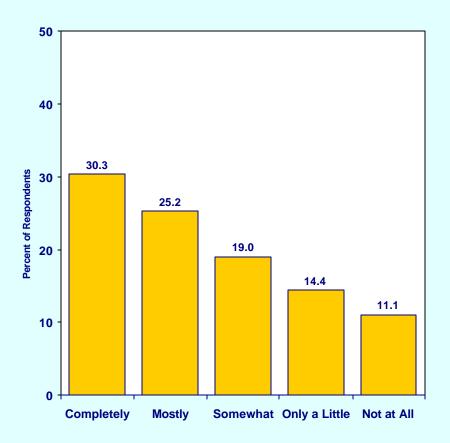
Valid n=3,384

Question 8: When you submitted your application, how

completely did VA explain the steps necessary to qualify for the VR&C program?

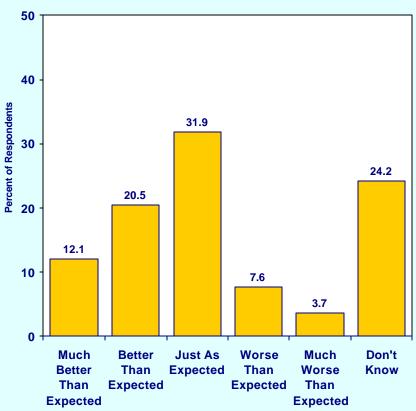


Question 9: How completely did VA keep you informed of the status of your application?



Question 10:

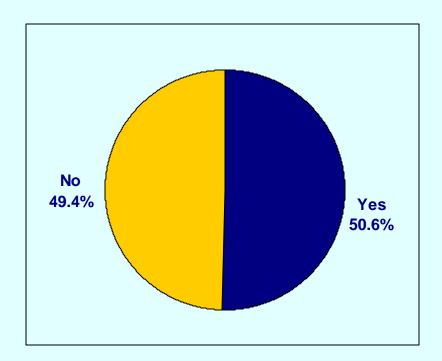
How well was the VR&C staff able to obtain information about your military service, medical records, or disability rating from other parts of the VA or the military?

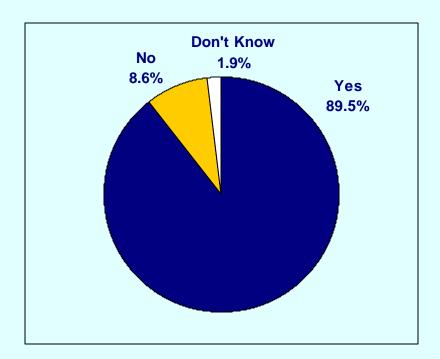


Valid n=3,398 Valid n=3,395

Question 11:
After you applied, did you attend a group orientation meeting with Vocational Rehabilitation and Counseling staff?

Question 12: Did VA send a letter or call you to set up an individual appointment with a counselor?

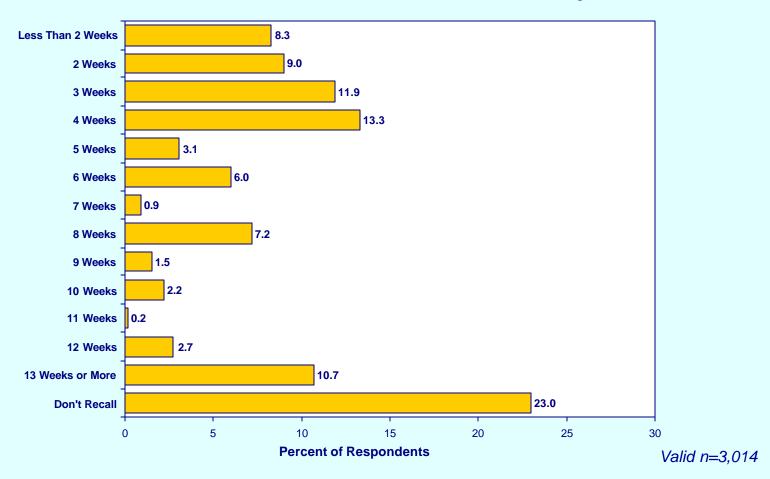




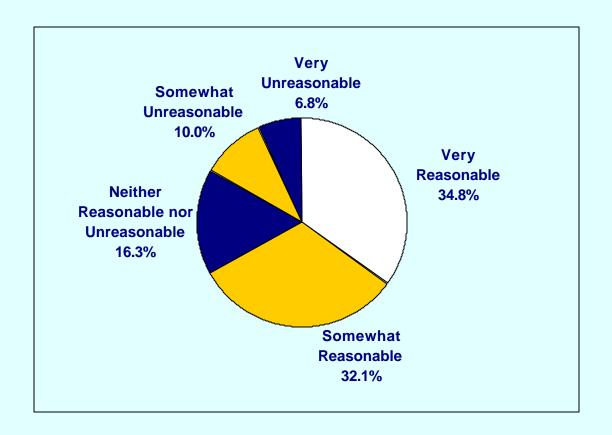
Valid n=3,393 Valid n=3,388

Question 13: How long did it take from the time you applied to the time you were notified about this individual appointment?

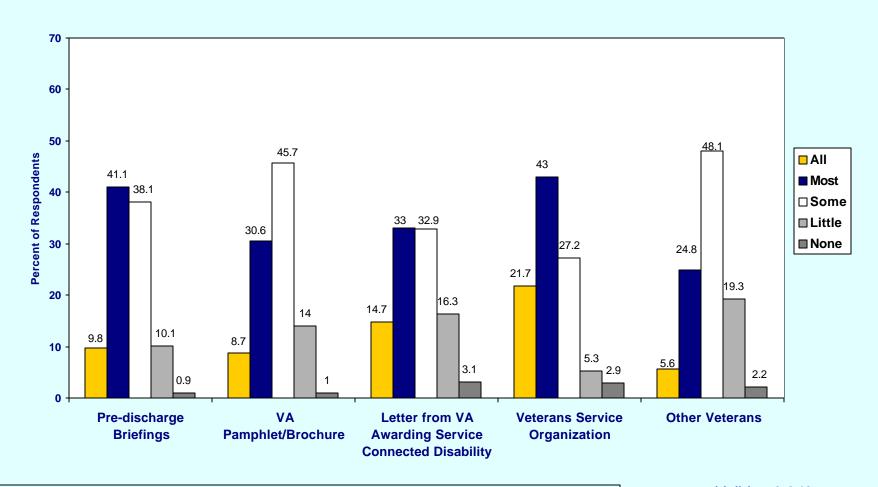
Average Number of Weeks = 5.7



Question 14: How REASONABLE was the length of time it took VA to notify you about this individual appointment?

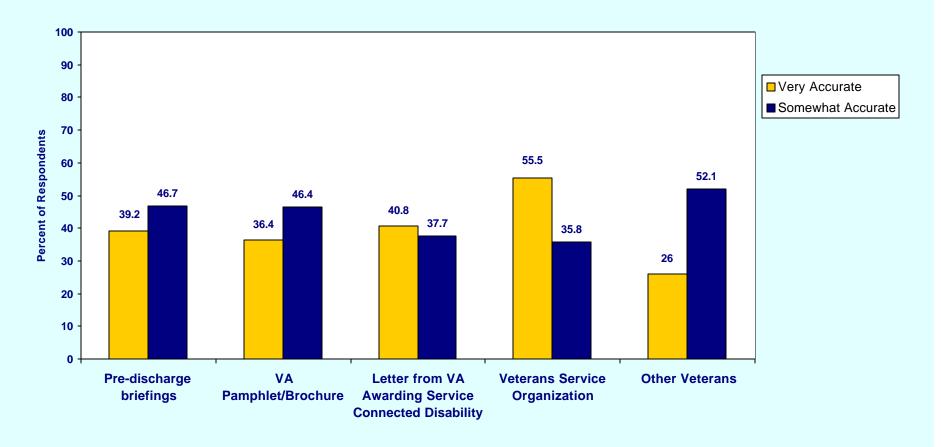


Question 1 by Question 2: Amount of needed information obtained by source of information.



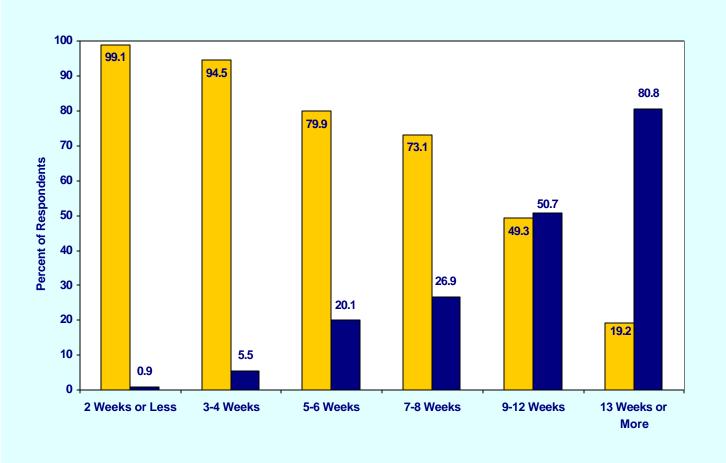
Note: The chart presents data on the 5 most frequently reported sources of information.

Question 1 by Question 3: Accuracy of information received by source of information.



Note: The chart presents data on the 5 most frequently reported sources of information.

Question 13 by Question 14: Reasonableness of the wait for an appointment by the length of time waited.



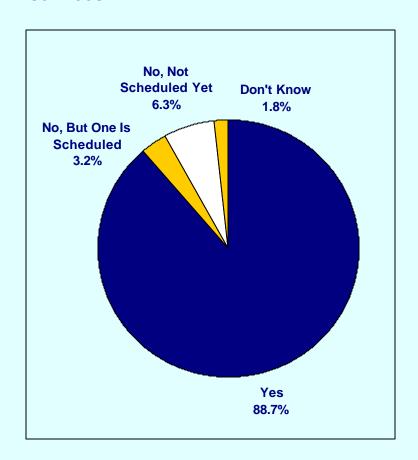


Note: Responses of "Neither Reasonable nor Unreasonable" are not included in the analysis.

Valid n=2,012

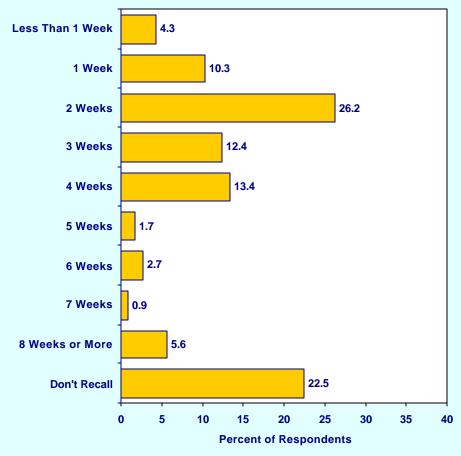
Survey Findings: Evaluation and Testing

Question 15: Have you had your first individual meeting with a counselor to evaluate whether you are entitled to VR&C services?



Question 16: How long did it take from the time VA NOTIFIED you about the appointment until you had your initial MEETING?

Average Number of Weeks =3.0

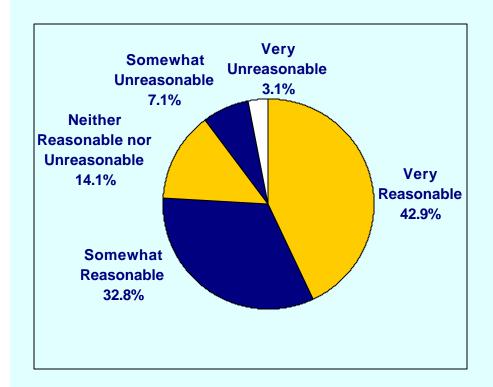


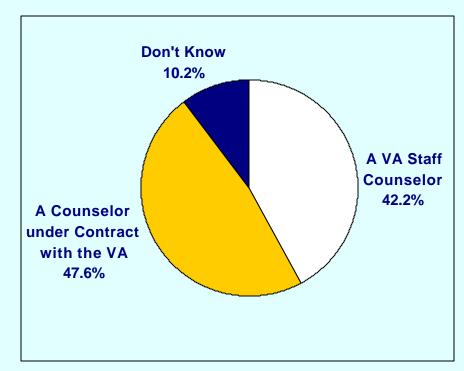
Valid n=3,376

Valid n=2,975

Question 17: How REASONABLE was the length of time it took to have this initial meeting once VA notified you about the appointment?

Question 18: Who was your primary counselor during the initial evaluation?

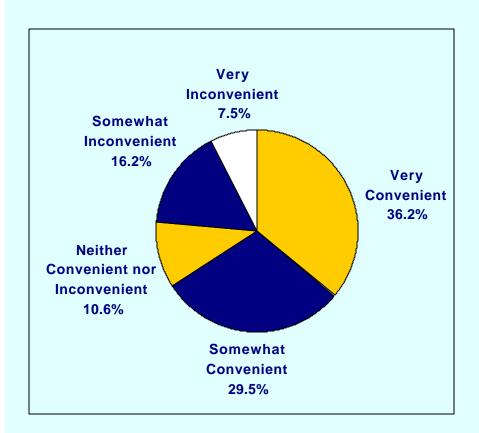




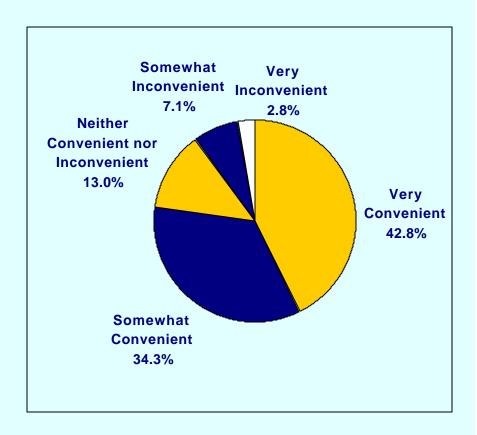
Valid n=2,973

Valid n=2,992

Question 19: In general, how convenient was the LOCATION of this evaluation?

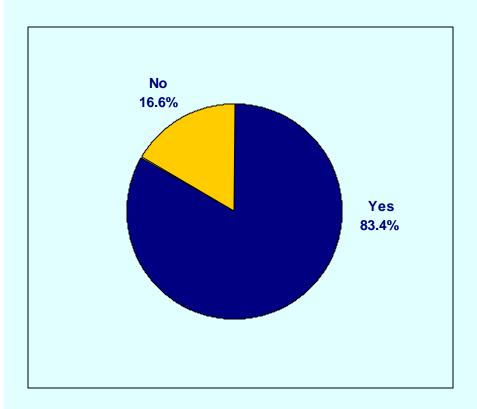


Question 20: In general, how convenient was the TIME scheduled for this evaluation?

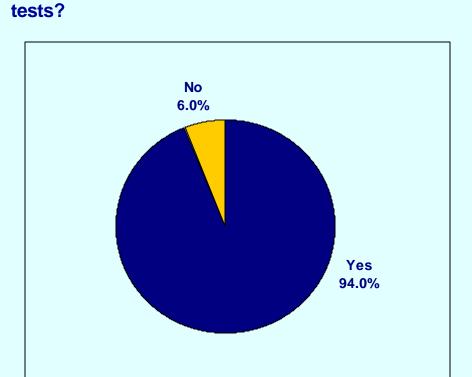


Valid n=2,996 Valid n=2,982

Question 21:
Did you take any tests as part of your evaluation?

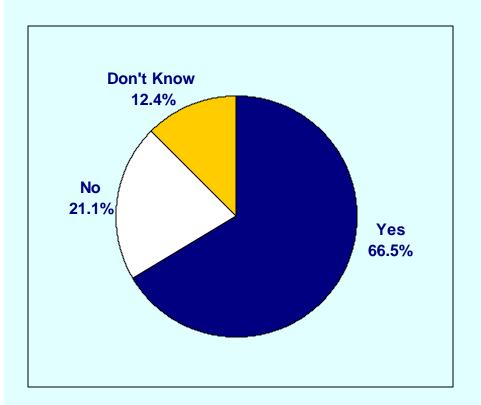


Question 22:
Did the counselor explain the purpose of these

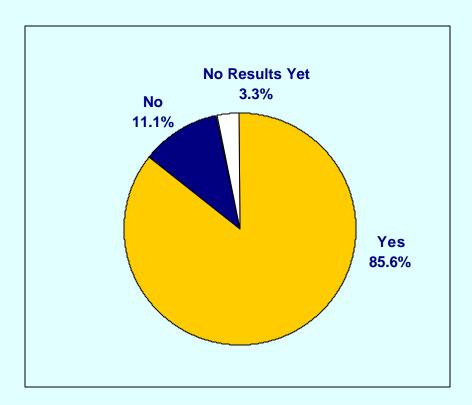


Valid n=2,982 Valid n=2,434

Question 23:
Did the tests seem appropriate to you for your evaluation?

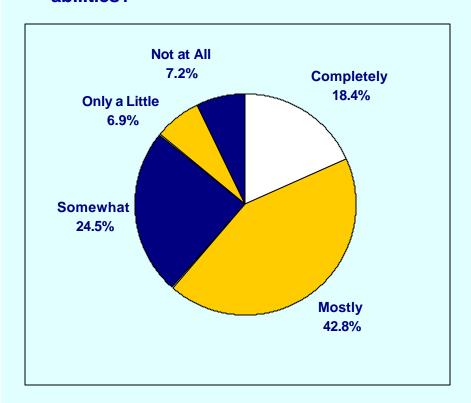


Question 24: Did the counselor explain the test results in a way you could understand?



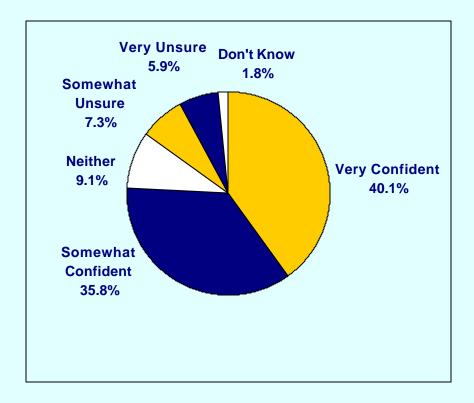
Valid n=2,441 Valid n=2,440

Question 25: How completely did the results of the initial evaluation match your particular skills and abilities?



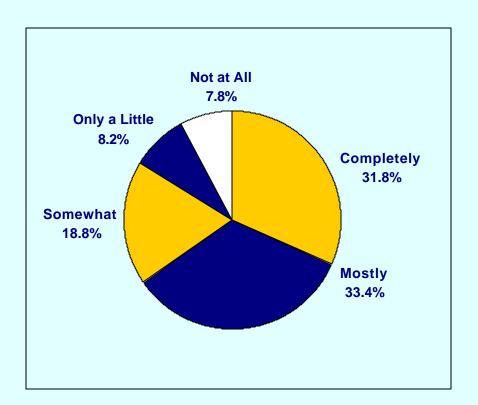
Question 26: During the evaluation, how confident or sure

During the evaluation, how confident or sure were you that your counselor gave you good information and advice?



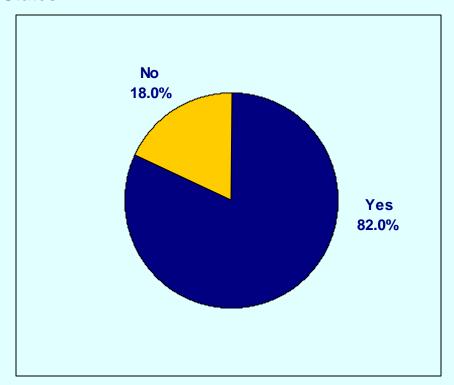
Valid n=2,852 Valid n=2,989

Question 27:
During the evaluation, how well did you feel your counselor understood your feelings and concerns?



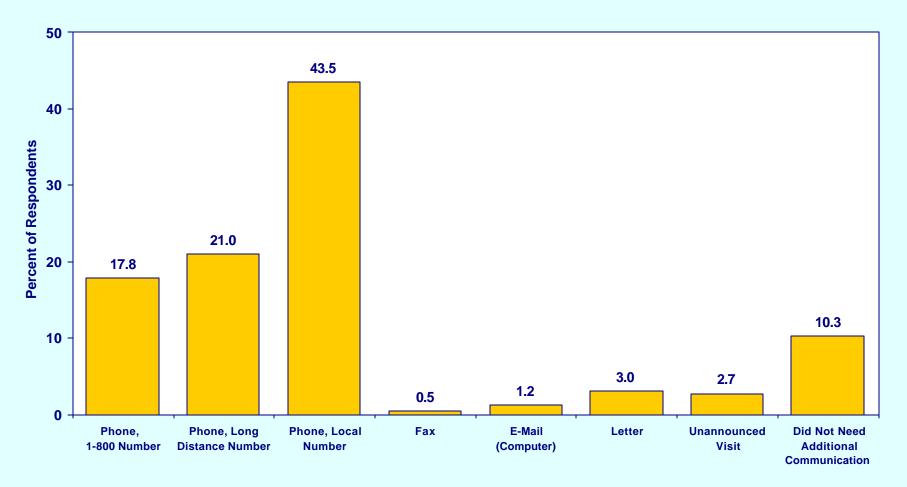
Question 28:

Overall, did the EVALUATION process reflect the courtesy, compassion, and respect you would expect as a veteran of the United States?



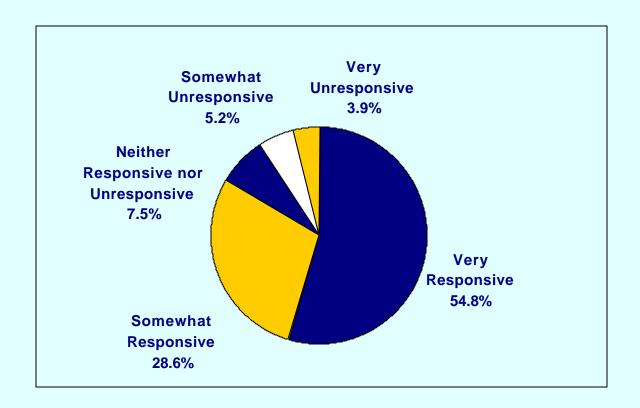
Valid n=2,995 Valid n=2,973

Question 29:
Aside from scheduled visits, what was the PRIMARY method you used to contact your evaluation counselor?



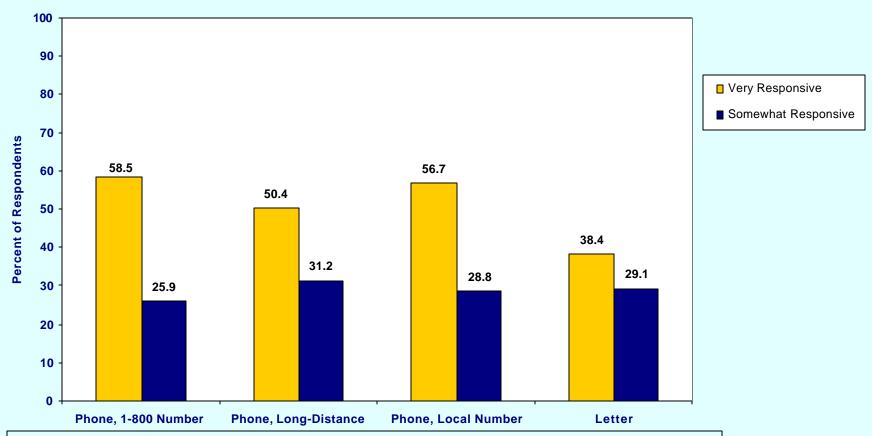
Valid n=2,945

Question 30: How responsive was the counselor to your contact through this method?



Valid n=2,668

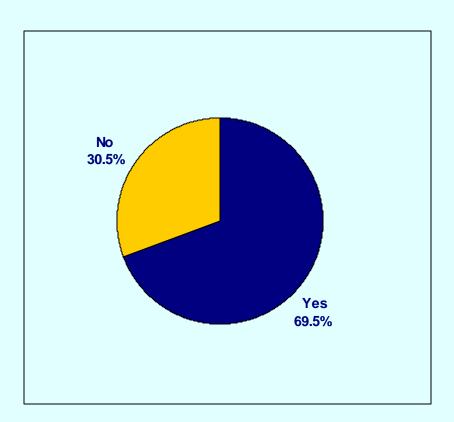
Question 30 by Question 29: Responsiveness of counselor by primary method of contact, aside from scheduled visits.



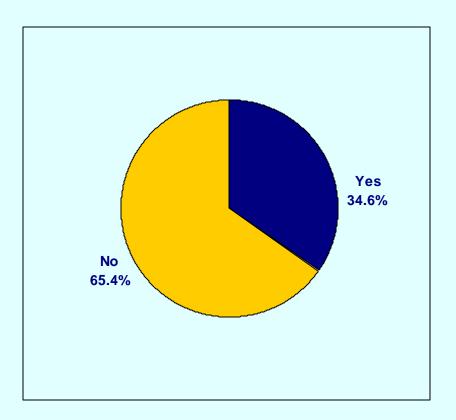
Note: The chart presents data on the 4 most frequently reported methods of contact, aside from scheduled visits.

Valid n=2,625

Question 31:
Were you generally able to get the information you needed on the first call or contact?



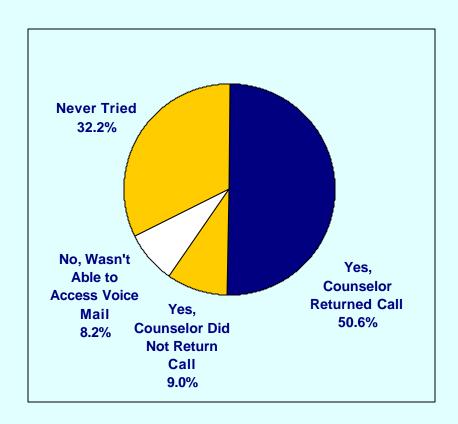
Question 32: Did you have to repeat the same information to more than one person during the evaluation process?

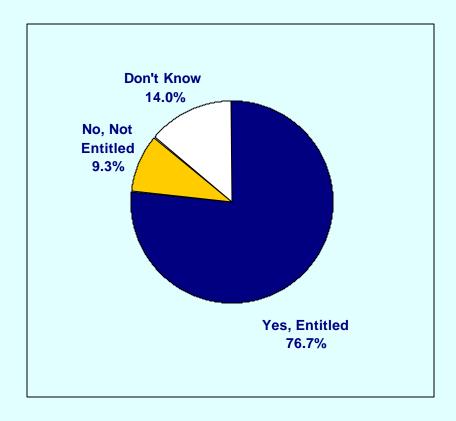


Valid n=2,668 Valid n=2,675

Question 33: Were you able to access voice mail in order to leave your counselor a message?

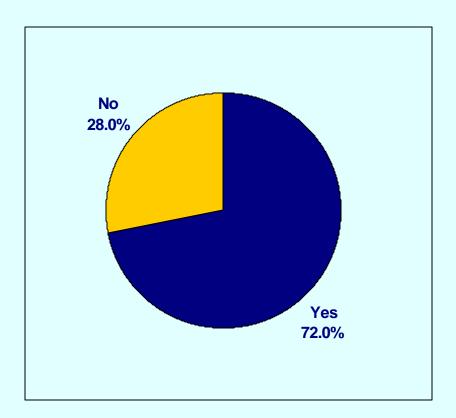
Question 34: After the initial evaluation, did the VA find that you were entitled to VR&C services?



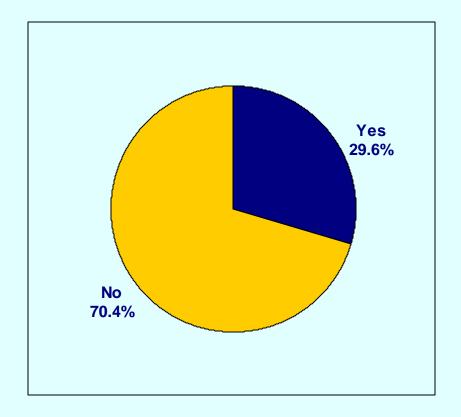


Valid n=2,668 Valid n=2,982

Question 35: Did the VA explain why you were NOT entitled to VR&C services?



Question 36: Did VA inform you of other resources or programs which might be available to you?



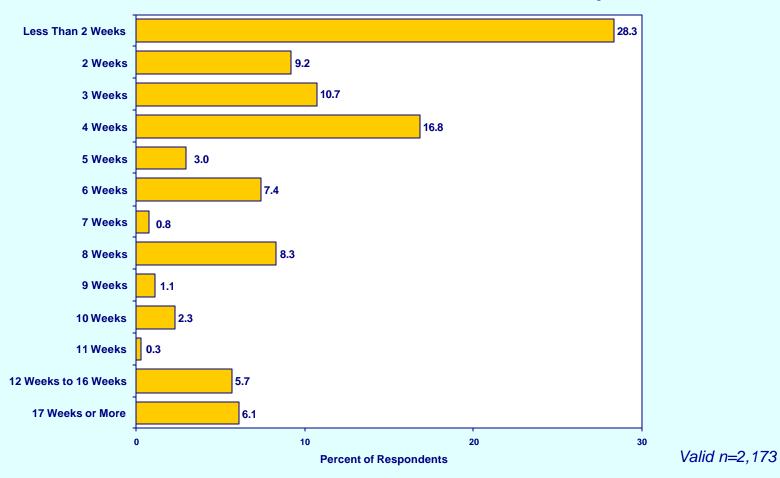
Valid n=273 Valid n=274

Evaluation and Testing

Question 37:

Once you had your initial meeting with a counselor, how long did it take for the VA to determine whether you were entitled to VR&C services?

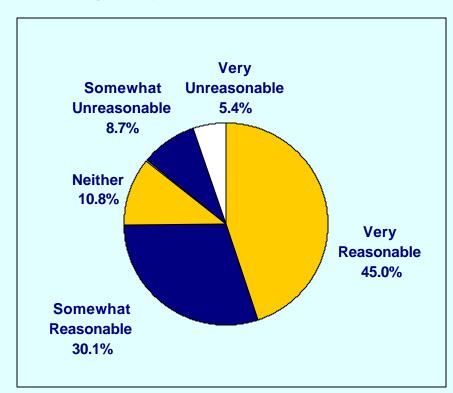
Average Number of Weeks = 4.6



Evaluation and Testing

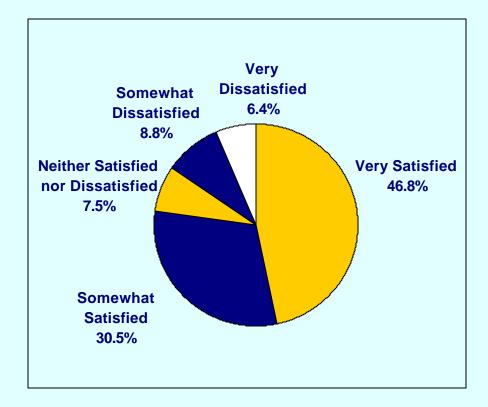
Question 38:

How reasonable was the length of time it took VA to determine whether you were entitled for VR&C services, once you had the initial meeting with your counselor?



Question 39:

Overall, how satisfied are you with the way the vocational rehabilitation EVALUATION process was handled?



Valid n=2,219 Valid n=2,232

UNDERSTANDING QUADRANT ANALYSIS

Quadrant analysis is a useful tool for determining which individual performance areas need improvement in order to raise the overall quality of service. The analysis involves determining the importance of individual performance areas (how meaningful an area is to the veteran) and VA's performance in each area. Generally, items with high importance but relatively low performance are those which deserve immediate attention.

Each of the variables represented in the Quadrant Analysis graph are plotted on the basis of:

- 1) Importance: a variable's correlation with the overall satisfaction with the program area
- 2) **Performance**: a variable's top-box percent (the percent of people who answered positively to the question).

Variable correlations with the overall satisfaction with the program area are used to determine the degree to which variables are related to overall satisfaction. Zero indicates no correlation, and 1 indicates perfect correlation. The closer a variable's correlation (Importance) is to 1, the stronger the variable's relationship is with the overall satisfaction with the program area. Variables that have stronger correlations are considered to have higher importance.

Top-box percents percents represent how well VA is performing within a given area (for example, the percent who indicated that the length of time it took VA to determine entitlement to VR&C services was somewhat or very reasonable).

The quadrant analysis graph is divided into four quadrants (sections) based on the following combinations of the plotted location of a variable:

Quadrant I: Critical Improvement Areas (high importance, low performance)

Quadrant II: Maintain Relationship Building Variables (high importance, high performance)

Quadrant III: Lower Return on High Performance (low importance, high performance)

Quadrant IV: Lower Return on Investment (low importance, low performance)

The horizontal lines in the plots represent importance and are placed at .50, which indicates relatively high correlation, and thus, relatively high importance. The vertical lines represent performance and are placed at 75 percent. The quadrant lines can be moved up or down, left or right, to include more or fewer variables in each quadrant.

Quadrant Questions

Counselor

- Q18 Who was your primary counselor during the initial evaluation?
- Q22 Did the counselor explain the purpose of these tests?
- Q24 Did the counselor explain the test results in a way you could understand?
- Q26 During the evaluation, how confident or sure were you that your counselor gave you good information and advice?
- Q27 During the evaluation, how well did you feel your counselor understood your feelings and concerns?

Evaluation Process

- Q15 Have you had your first individual meeting with a counselor to evaluate whether you are entitled to VR&C services?
- Q21 Did you take any tests as part of your evaluation?
- Q23 Did the tests seem appropriate to you for your evaluation?
- Q25 How completely did the results of the initial evaluation match your particular skills and abilities?
- Q28 Overall, did the EVALUATION process reflect the courtesy, compassion, and respect you would expect as a veteran of the United States?
- Q34 After the initial evaluation, did VA notify you that you were entitled to VR&C services?
- Q35 Did the VA explain why you were not entitled to VR&C services?
- Q36 Did VA inform you of other resources or programs which might be available to you?

Timeliness Issues

- Q16 How long did it take from the time VA NOTIFIED you about the appointment until you had your initial meeting?
- Q17 How REASONABLE was the length of time it took to have this initial meeting once VA notified you about the appointment?
- Q20 In general, how convenient was the TIME scheduled for this evaluation?
- Q37 Once you had your initial meeting with a counselor, how long did it take for VA to determine whether you were entitled to VR&C services?
- Q38 How reasonable was the length of time it took VA to determine whether you were entitled to VR&C services, once you had the initial meeting with your counselor?

Evaluation and Testing

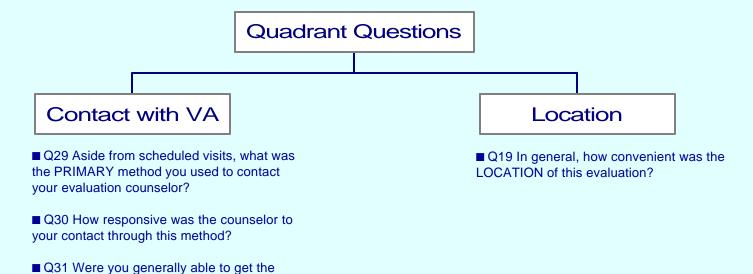
contact?

information you needed on the first call or

■ Q32 Did you have to repeat the same information to more than one person during

■ Q33 Were you able to access voice mail in order to leave your counselor a message?

the evaluation process?



Evaluation and Testing

QUADRANT SCORES

Importance and satisfaction scores for evaluation and testing questions, ranked by importance (Based on respondents' overall satisfaction, Question 39*)

Question	Importance Score	Satisfaction Score
35	.74	72.0%
26	.62	75.9%
27	.61	65.2%
38	.60	75.1%
28	.59	82.0%
30	.57	83.4%
31	.47	69.5%
33	.45	N/A
17	.45	75.7%
37	.40	N/A
25	.38	67.3%
23	.38	66.5%
32	.37	65.4%
20	.37	77.1%
24	.29	85.6%
19	.26	65.7%
16	.26	N/A
22	.20	94.0%
18	.13	N/A
29	.08	N/A
34	.07	N/A
21	.01	N/A
36	N/A	29.6%
15	N/A	N/A

N/A on the importance score indicates that there was no variation in responses to the question among respondents who answered Q39, due to a small number of cases. N/A on the satisfaction score indicates that the question does not measure VA performance.

^{*}Question 39: Overall, how satisfied are you with the way the vocational rehabilitation EVALUATION process was handled?

QUADRANTS I AND II

The information below highlights the questions from the Quadrant Analysis which fell into Quadrant I or Quadrant II. *

QUADRANT I: Critical Improvement Areas

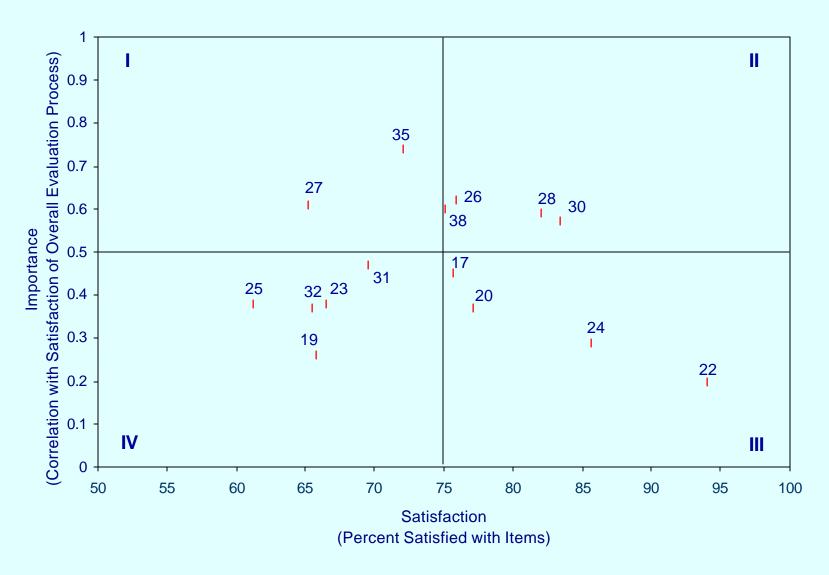
- Q27 During the evaluation, how well did you feel your counselor understood your feelings and concerns?
- Q35 Did the VA explain why you were not entitled to VR&C services?

QUADRANT II: Maintain Relationship Building Variables

- Q26 During the evaluation, how confident or sure were you that your counselor gave you good information and advice?
- Q28 Overall, did the EVALUATION process reflect the courtesy, compassion, and respect you would expect as a veteran of the United States?
- Q30 How responsive was the counselor to your contact through this method?
- Q38 How reasonable was the length of time it took VA to determine whether you were entitled to VR&C services?

^{*} Questions that fell on the exact cutoff between quadrants are not listed.

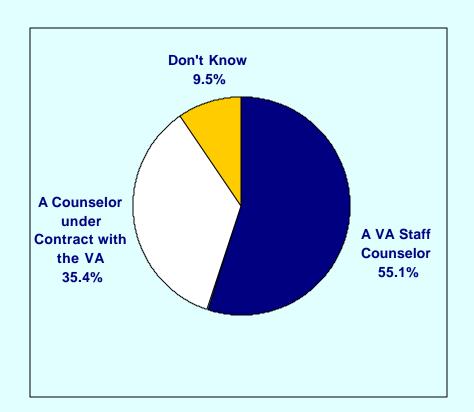
QUADRANT ANALYSIS

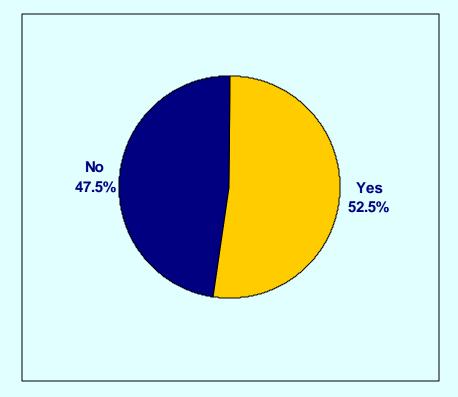


Survey Findings: Developing a Plan

Question 40: Who was/is your primary counselor during the planning phase of your program?

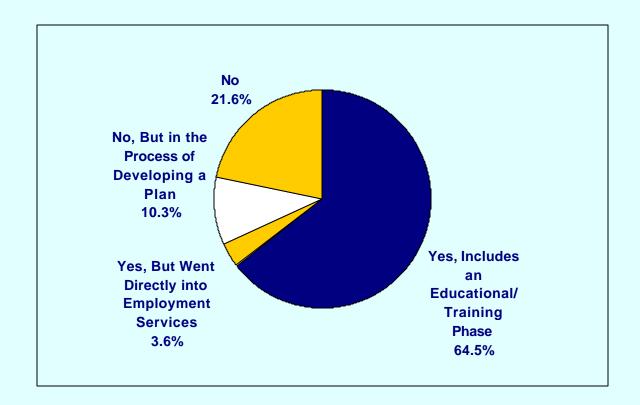
Question 41: Is this the same counselor who conducted your initial evaluation?





Valid n=2,278 Valid n=2,266

Question 42: Have you and your counselor developed a plan of services for your rehabilitation?



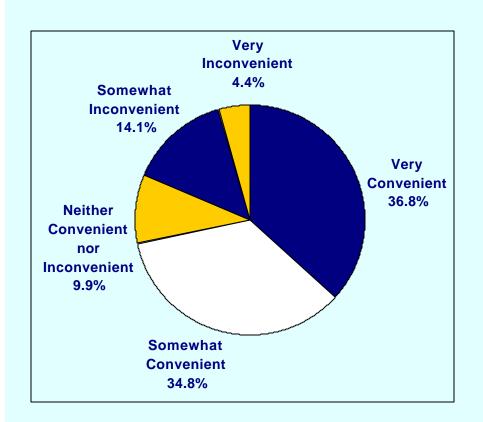
Valid n=2,574

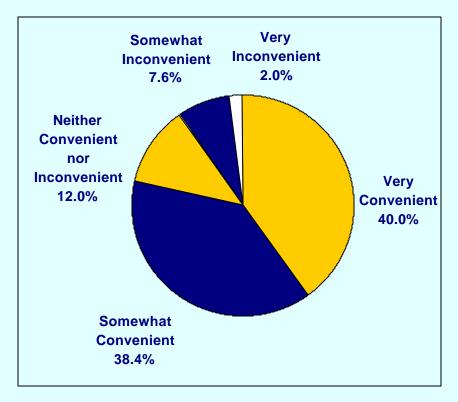
Questions 43-51:

	☐ Strongly Agree ☐ Agree [□ Neither □ Disagree □ St	rongly Disagree		
			3	3.4	
Q43: You actively participated in developing	51.2	37.5	5.9	2	
the plan.					
			4.		
Q44: The plan reflects individualized services	41.3	42.5	9	2.6	
which meet your specific needs.					
			6.1		
Q45: Your counselor spent adequate time	38.5	36.4	15.1	3.9	
and resources in developing the plan.					
			4.		Note:
Q46: The plan reflects your intentions and	44.9	38.8	9.2	2.8	Responses of "Not
expectations for rehabilitation.			_		Applicable"
			4.		are not
Q47: The plan is appropriate to achieve	46.1	38.2	8.8	2.8	included in
your vocational goals.					the analysis.
			2	.9	
Q48: The plan was designed to minimize	45.6	36.4	12.4	2.7	
aggravation of your disability.					
			3.		
Q49: The plan adequately reflects your	47.5	37.1	9.2	2.9	
interests, aptitudes, and abilities.					
				3	
Q50: The plan reflects current conditions	43.4	39.1	11.6	2.9	
and characteristics of the job market.					
OF4 Versiles and Lateral Miles and State			3	.7	
Q51: Your plan was designed with potential	46	35	13.1	2.2	
employment/employers in mind.	Donooni	t of Bospondonts			
	Percent	t of Respondents			

Question 52: In general, how convenient was the LOCATION where this PLAN was developed or is being developed?

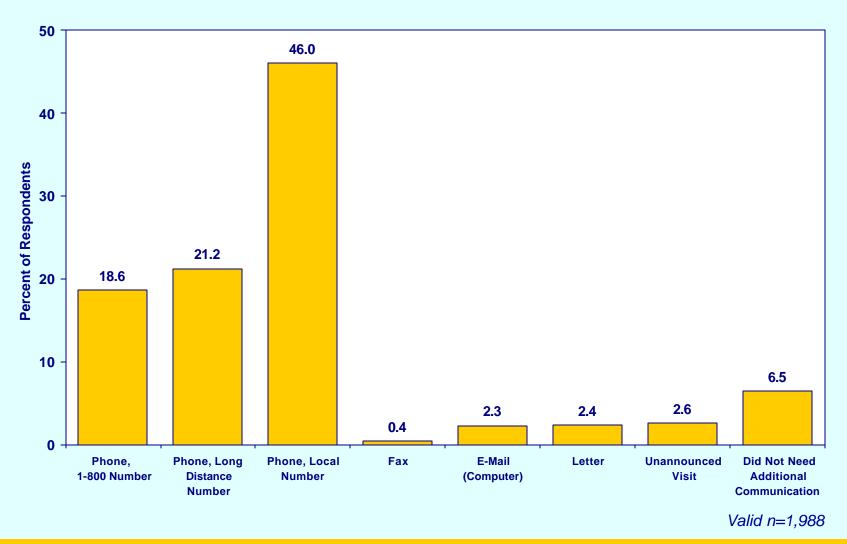
Question 53: In general, how convenient was the TIME scheduled for developing this PLAN?



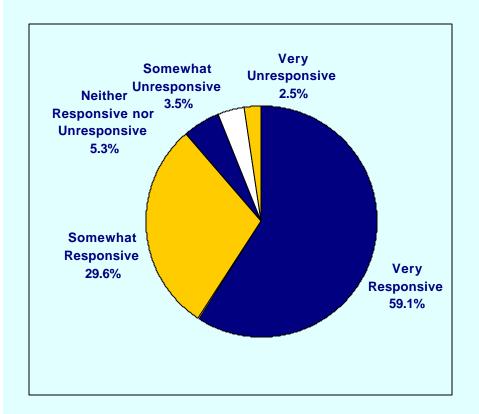


Valid n=2,023 Valid n=2,018

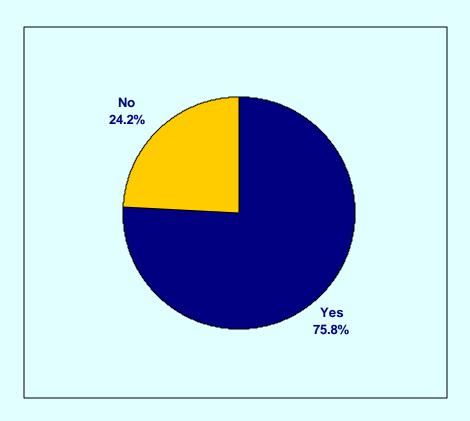
Question 54: Aside from scheduled visits, what was the PRIMARY method you used to contact your planning counselor?



Question 55: How responsive was the counselor to your contact through this method?



Question 56: Were you generally able to get the information you needed on the first call or contact?



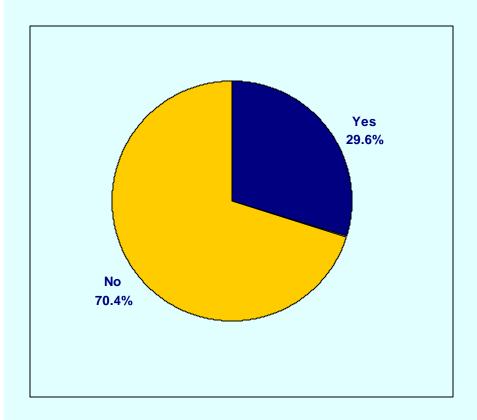
Valid n=1,880 Valid n=1,871

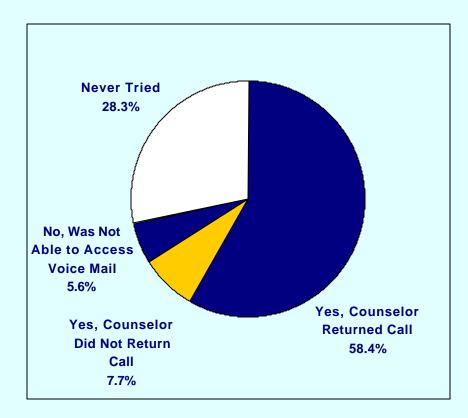
Question 57:

Did you have to repeat the same information to more than one person during the planning process?

Question 58:

Were you able to access voice mail in order to leave your counselor a message?

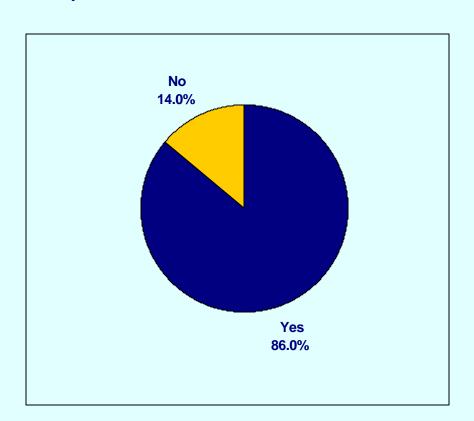




Valid n=1,871 Valid n=1,867

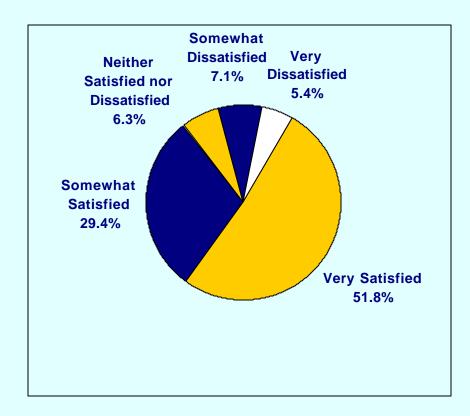
Question 59:

Overall, did the PLANNING process reflect the courtesy, compassion, and respect you would expect as a veteran of the United States?



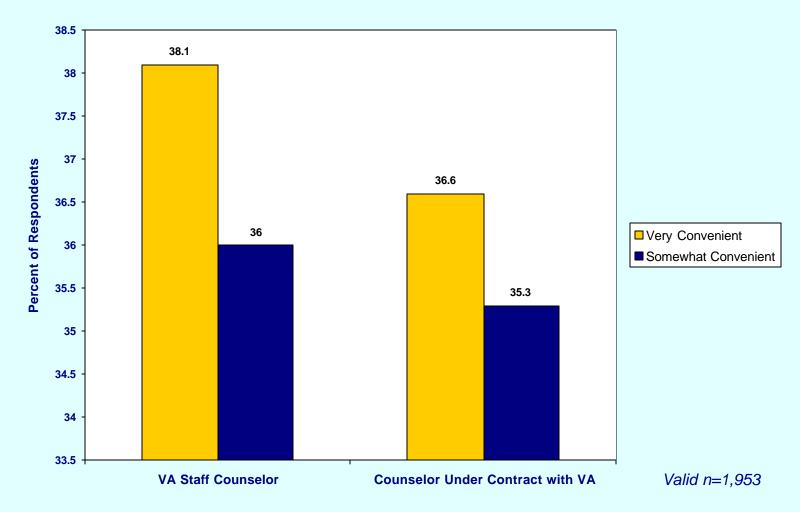
Question 60:

Overall, how satisfied are you with the way your vocational rehabilitation PLAN of services was developed or is being developed?

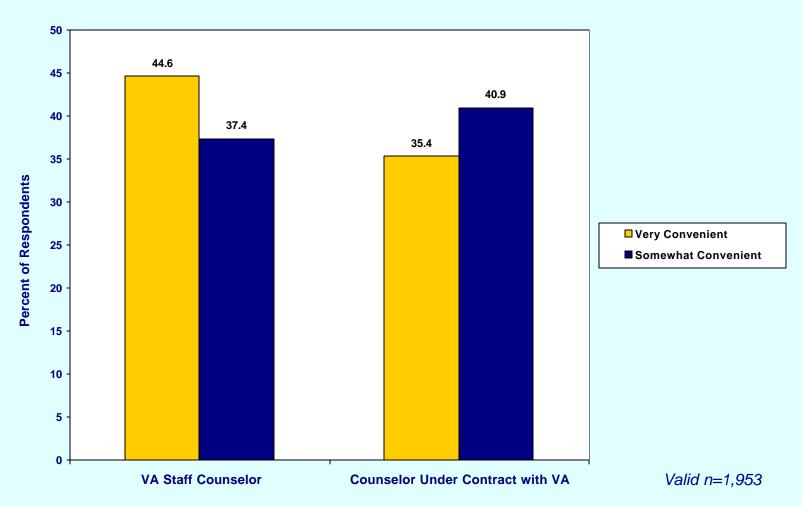


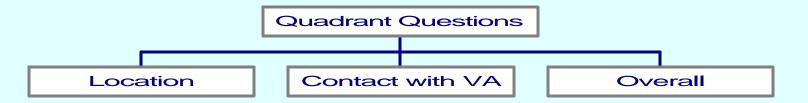
Valid n=2,001 Valid n=2,010

Question 40 by Question 52: Convenience of location where plan was developed by type of counselor during this phase of program.



Question 40 by Question 53: Convenience of time scheduled for developing plan by type of counselor during this phase of program.





- Q52 In general, how convenient was the LOCATION where this PLAN was developed or is being developed?
- Q54 Aside from scheduled visits, what was the PRIMARY method you used to contact your planning counselor?
- Q55 How responsive was the counselor to your contact through this method?
- Q56 Were you generally able to get the information you needed on the first call or contact?
- Q57 Did you have to repeat the same information to more than one person during the planning process?
- Q58 Were you able to access voice mail in order to leave your counselor a message?

■ Q59 Overall, did the PLANNING process reflect the courtesy, compassion, and respect you would expect as a veteran of the United States?

QUADRANT SCORES

Importance and satisfaction scores for evaluation and testing questions, ranked by importance (Based on respondents' overall satisfaction, Question 60*)

Question	Importance Score	Satisfaction Score
46	.66	83.7%
45	.66	74.9%
47	.64	84.3%
59	.63	86.0%
44	.61	83.8%
49	.61	84.6%
55	.57	88.7%
50	.53	82.5%
48	.50	82.0%
43	.48	88.7%
56	.47	75.8%
51	.48	81.0%
53	.45	78.4%
57	.34	70.4%
52	.30	71.6%
42	.22	N/A
58	.11	N/A
54	.13	N/A
40	.08	N/A
41	.08	N/A

N/A on the importance score indicates that there was no variation in responses to the question among respondents who answered Q60, due to a small number of cases. N/A on the satisfaction score indicates that the question does not measure VA performance.

^{*} Question 60: Overall, how satisfied are you with the way your vocational rehabilitation PLAN of services was developed or is being developed?

QUADRANTS I AND II

The information below highlights the questions from the Quadrant Analysis which fell into Quadrant I or Quadrant II. *

QUADRANT I: Critical Improvement Areas

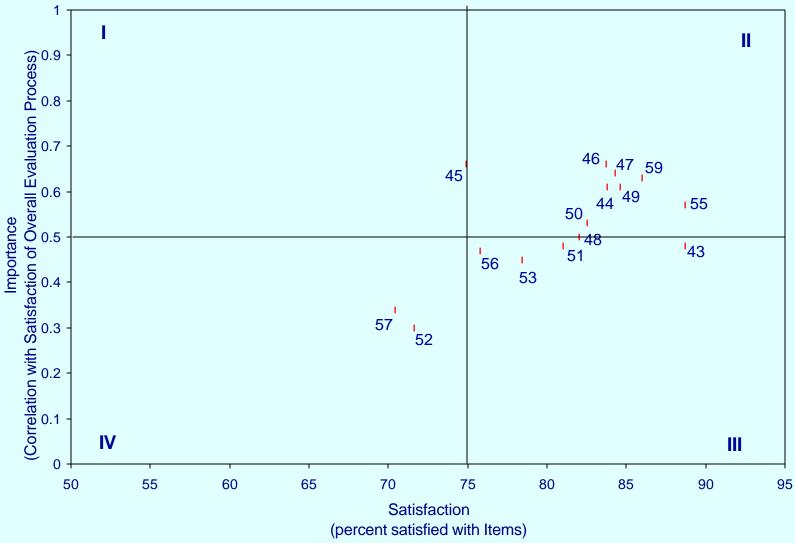
Q45 Your counselor spent adequate time and resources in developing the plan.

QUADRANT II: Maintain Relationship Building Variables

- Q44 The plan reflects individualized services which meet your specific needs.
- Q46 The plan reflects your intentions and expectations for rehabilitation.
- Q47 The plan is appropriate to achieve your vocational goals.
- Q49 The plan adequately reflects your interests, aptitudes, and abilities.
- Q50 The plan reflects current conditions and characteristics of the job market.
- Q55 How responsive was the counselor to your contact through this method?
- Q59 Overall, did the PLANNING process reflect the courtesy, compassion, and respect you would expect as a veteran of the United States?

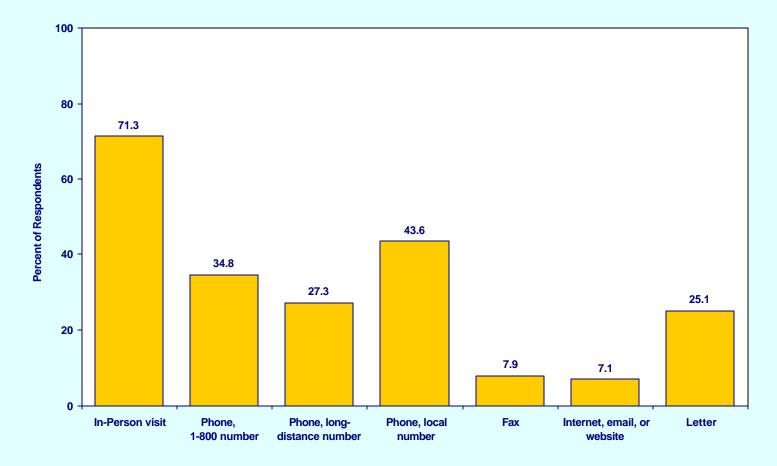
^{*} Questions that fell on the exact cutoff between quadrants are not listed.





Survey Findings: Access to the VR&E Program

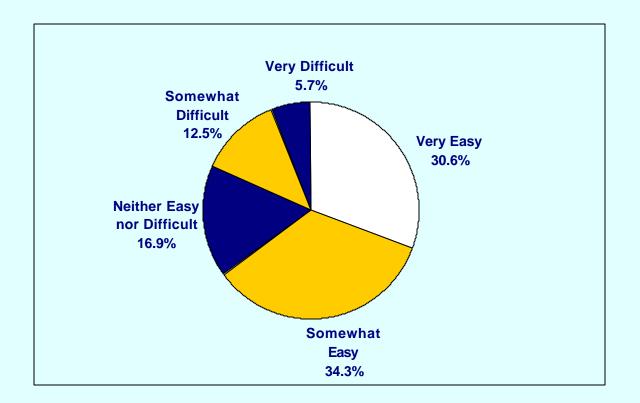
Question 61: Looking back to your contacts with the VR&C program thus far, which methods of contact did you EVER use?



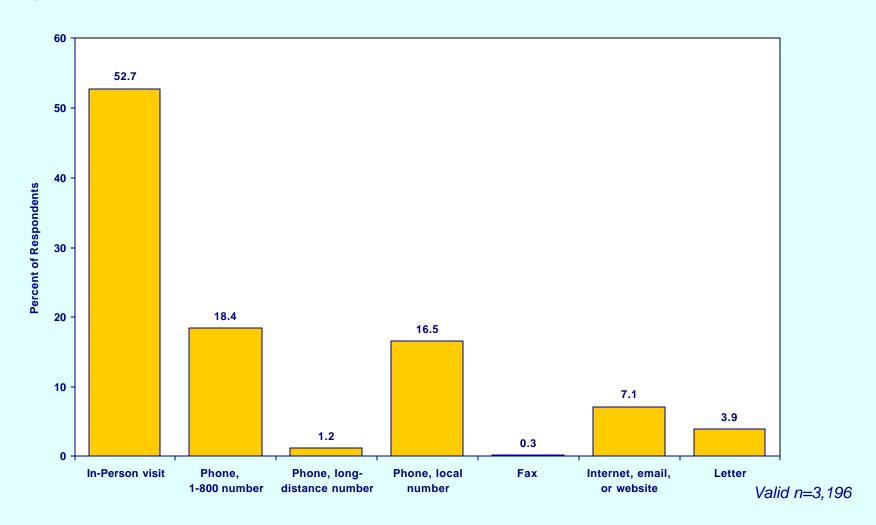
Note: As respondents could mark all responses that apply, the percentages do not add to 100%.

Question 62:

In general, how easy was it for you to obtain information from the VR&C program?

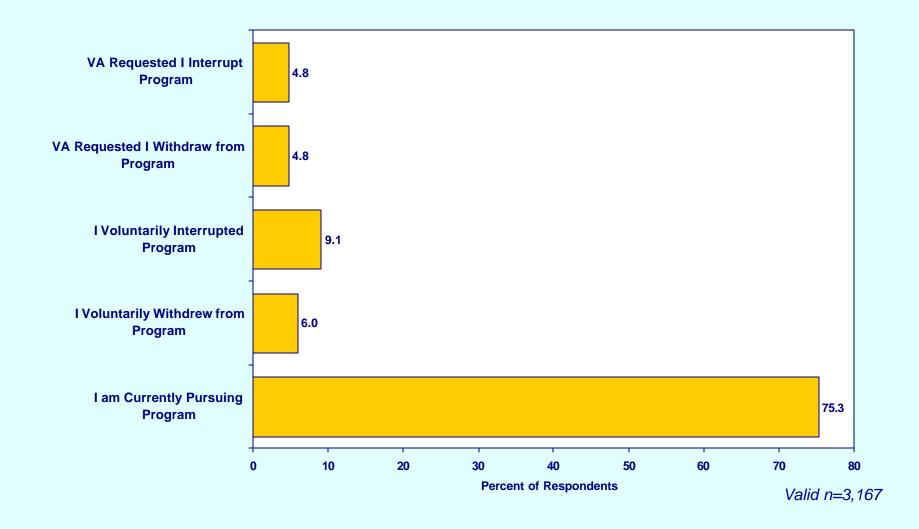


Question 63: Which method of contact with the VR&C program would you prefer, if you could get the same degree of service?

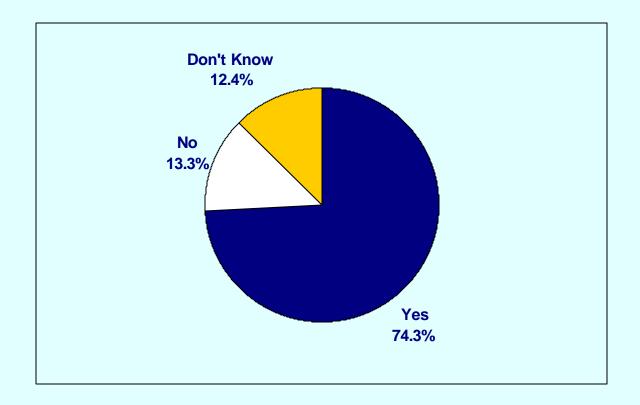


Survey Findings: Current Status in the VR&E Program

Question 64: How would you best describe your CURRENT status with regard to the VA VR&C program?



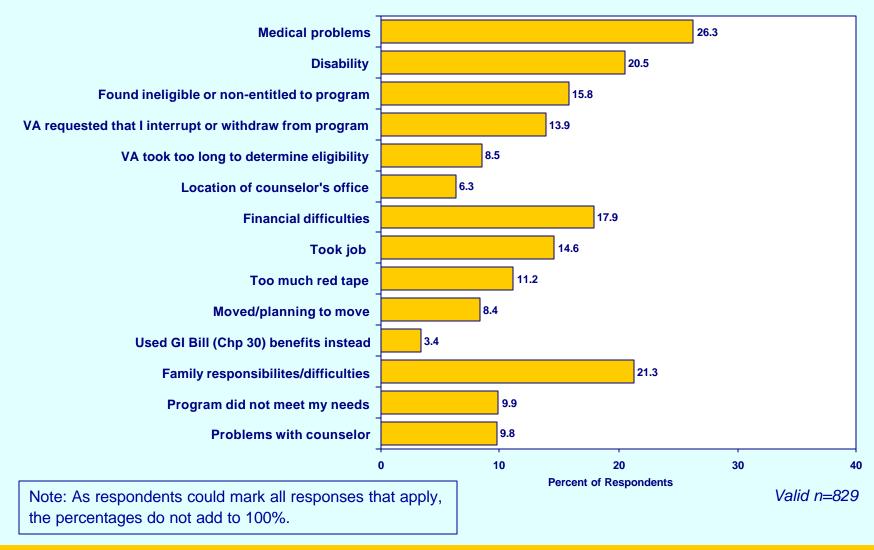
Question 65: Did VA tell you the reasons why you were interrupted or withdrawn from the program?



Valid n=357

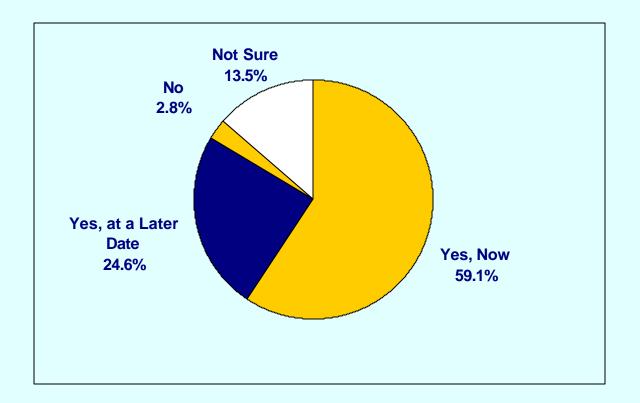
Current Status in the VR&E Program

Question 66: Why did you interrupt or withdraw from the VA VR&C program?



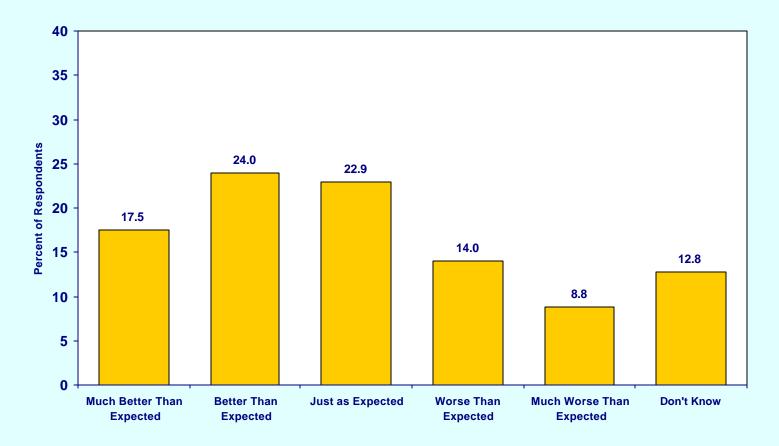
Question 67:

Do you plan to complete your rehabilitation program now or at some later date?

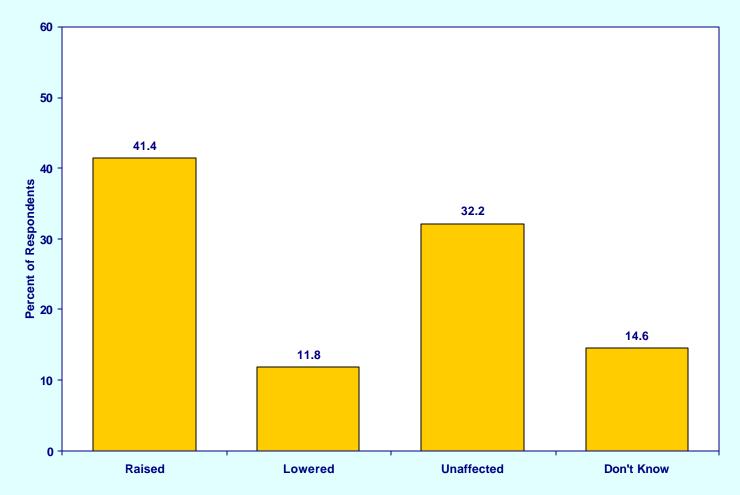




Question 68: Thus far, how well has the program met your expectations?



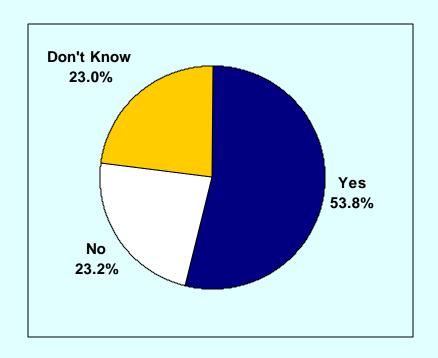
Question 69: Have your EDUCATIONAL goals been raised, lowered, or unaffected as a result of your interaction with the VR&C program?

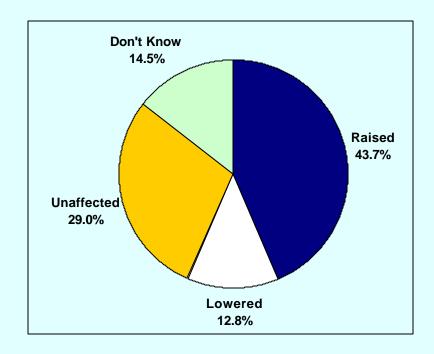


Overall Program Impressions

Question 70: Are your educational goals more realistic as a result of the program?

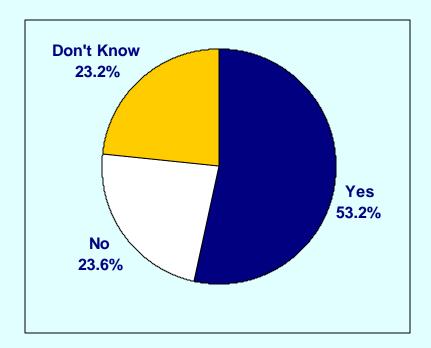
Question 71:
Have your CAREER goals been raised, lowered, or unaffected as a result of your interaction with the VR&C program?



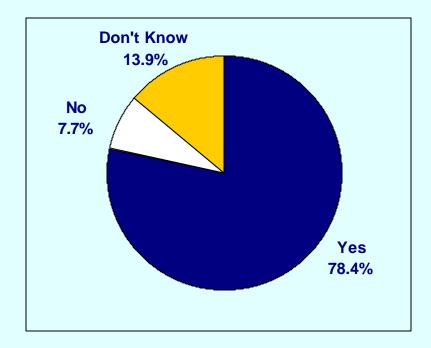


Valid n=3,297 Valid n=3,299

Question 72: Are your career goals more realistic as a result of the program?



Question 73: Would you recommend this program to other disabled veterans?



Valid n=3,295 Valid n=3,316

Appendix B: Survey Methodology

Mailing Protocol

- The survey mailing protocol consisted of five mailings to veterans randomly selected into the survey sample. These five mailings included: 1) a prenotification letter informing selected participants that they should expect to receive a mailed survey questionnaire; 2) the questionnaire, including a cover letter and standard return envelope; 3) a reminder/thank-you postcard; 4) a second questionnaire mailed to those who had not yet responded as of December 20, 1999, along with a cover letter and standard return envelope; 5) a second reminder/thank-you postcard. Examples of these materials appear in Appendix B.
- All mailing materials were sent bearing the VBA seal, and the cover and prenotification letters included a signature from Joseph Thompson, VBA Under Secretary for Benefits. Each questionnaire mailout contained the cover letter on VBA letterhead, a questionnaire, and a preposted envelope. Toll-free numbers for both Caliber Associates and VBA were included on the cover letters to assist respondents with questions regarding the survey.
- The mailings took place on the dates indicated in the table below.

Mail Survey Schedule		
Prenotification Letter	November 22, 1999	
First Questionnaire	November 29, 1999	
First Reminder Postcard	December 6, 1999	
Second Questionnaire	December 30, 1999	
Second Reminder Postcard	January 12, 2000	
Fieldwork Completed	February 7, 2000	

Mailing Protocol (continued)

■ The distribution of mail-outs overall (nationally) and by SDN is presented in the table below.

Mailouts		
Service Delivery Network	Evaluation and Planning Phase (EP)	
SDN #1	650	
SDN #2	700	
SDN #3	700	
SDN #4	700	
SDN #5	700	
SDN #6	700	
SDN #7	725	
SDN #8	725	
SDN #9	725	
Overall: National	6325	

Response Rates

- The Evaluation and Planning survey was expected to yield approximately 3,795 completed questionnaires across the nine VBA Service Delivery Networks, resulting in a 60% response rate.
- The response rate is calculated by dividing the number of completed questionnaires by the number of eligible questionnaires. Generally, a response rate of 70 percent or more is considered excellent, 60 to 69 percent is considered very good, 50 to 59 percent is considered good, 40 to 49 percent is considered fair, and any response rate less than 40 percent is considered poor. Without further information, data derived from a survey with a response rate of less than 50 percent should be interpreted with caution.
- Eligible questionnaires are those which were returned completed, those which were not returned, or those which were returned blank or incomplete.
- Ineligible questionnaires are those which were returned undeliverable or those which were returned with an indication that the recipient was deceased or unable to complete the questionnaire.

Response Rates (continued)

■ The overall (national) response rate, and response rates by SDN are presented in the table below.

Response Rates		
Service Delivery Network	Evaluation and Planning Phase (EP)	
SDN #1	57.7%	
SDN #2	62.0%	
SDN #3	61.3%	
SDN #4	59.4%	
SDN #5	58.6%	
SDN #6	59.9%	
SDN #7	59.2%	
SDN #8	55.8%	
SDN #9	58.1%	
Overall: National	59.1%	